



## NATIONAL INSTRUCTOR PRACTICAL EXAMINATION

### CANDIDATE INFORMATION BULLETIN

#### PLEASE RETAIN THIS BULLETIN FOR FUTURE REFERENCE

This bulletin contains important information regarding the NIC National Instructor Practical Examination content and administration. Please review all information carefully.

#### IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates must prepare a lesson plan for the Theory Lecture and a lesson plan for the Demonstration Lecture. Candidates will receive the topic assignment with the admission letter. The Theory Lecture and Demonstration Lecture assignments will be on different subject areas and topics. Candidates must bring three copies of each lesson plan to the examination. Candidates retain one copy of each lesson plan.
- Candidates may be responsible for providing any additional items that are needed for the Theory Lecture and Demonstration Lecture. (i.e. marker board, easel, chalkboard etc.) \*Please refer to State guidelines.
- Candidates will be given 10 minutes to set up for the Theory Lecture and 10 minutes to set up for the Demonstration Lecture.
- The verbal instructions will be read twice for each section of the examination. Once you have completed all tasks in the section please indicate that you are finished and the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Talking with the examiners during the examination is strictly prohibited. Doing so will result in your dismissal from the examination and a report of your actions to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the examination coordinator.
- Manufacturer's labels are required on all disinfectants and sanitizers.

#### MODEL OR MANNEQUIN(S)

Depending on the state, candidates may choose to use a live model, mannequin head(s) or a mannequin hand(s) as applicable for the Demonstration Lecture section of this examination.

*\* Please refer to State guidelines.*

##### **\*If your state permits a live model:**

Models must be at least 15 years of age and cannot be licensed or a student studying in this field. Models must be present with the candidate at the beginning of the practical examination. The model must present a valid driver's license or State ID card for admittance to the examination. The model must be appropriate for examination purposes. The model must agree to submit to all services in the practical examination. Models may not participate in any way during the examination. Models are not permitted to talk to the candidate or examiners at any time during the examination.

##### **\*If your state permits a mannequin head(s):**

If you are required to bring a mannequin head(s), it is the candidate's responsibility to appear at the practical examination with their mannequin head(s).

**Mannequin heads that have been purchased presectioned indicating the sections by various colors and/or notches are NOT allowed during any part of the practical examination.**

##### **\*If your state permits a mannequin hand(s):**

Candidates are required to bring a mannequin hand(s) for the practical examination. Mannequin hands with digital fingers (trainer hands) are **NOT** permitted during the examinations. Prior to reporting to the examination candidates **MUST** apply a set of nails to the mannequin hand. The artificial nails must cover the entire nail bed of each finger.

#### INSTRUCTOR PRACTICAL EXAMINATION CONTENT SECTIONS

The scope of the National Instructor Practical Examination includes 4 core domain services. The core domain services are based on the national job analysis. The core domain services are as follows:

##### **Core Domain Services**

Theory Lesson Plan  
Theory Lecture  
Demonstration Lesson Plan  
Demonstration Lecture

## THEORY LESSON PLAN

(10 minutes)

### Verbal Instructions:

*"Please hand the examiner 1 copy of the lesson plan that you have prepared for today's lecture, you may retain one copy."*

*"You will have 10 minutes to set up your classroom for the lecture."*

*"You will be informed when you have 5 minutes remaining."*

**(1)** *"The instructions will be repeated."* **(2)** *"You may begin."*

### Lesson plan will be evaluated on the following tasks:

- Identifies course title, topic, and time required
- Lists measurable objectives
- Lists teaching/visual aids to be used
- Identifies student preparation for class
- Cites references used by instructor to prepare for class
- Lists reasons why topic is important for students
- Provides an outline to completely cover assigned topic
- Provides applicable safety procedures
- Summarizes topic
- Lists students' follow-up assignment
- Lists method of evaluation to check students' retention of material

## THEORY LECTURE

(20 minutes)

### Verbal Instructions:

*"Now that you have completed your set up you may begin your theory lecture."*

*"You will be evaluated for proper implementation of the assigned theory lesson topic."*

*"You will be evaluated for content, presentation and communication skills."*

*"You will be expected to use appropriate teaching methods and instructional teaching aids."*

*"You will be expected to convey proper safety and infection control procedures."*

*"You will have 20 minutes to complete this section."*

**(1)** *"The instructions will be repeated."* **(2)** *"You may begin."*

### Candidates will be evaluated on the following tasks:

#### Procedure and Content

- States lesson topic
- Presents measurable objectives
- Presents reasons why topic is important for students
- Explains correct safety and client protection procedures
- Follows logical lecture sequence
- Confines lesson to topic
- Covers complete content outline
- Ensures that objectives are met
- Presents material at a level that is appropriate to entry-level students

#### Presentation Skills

- Uses teaching aids to focus student attention and clarify topic
- Teaching aids can be clearly seen
- Uses and explains professional terminology related to topic
- Conveys correct information
- Uses complete sentences and correct grammar
- Asks leading questions to elicit student response
- Reinforces presentation
- Speaks clearly and distinctly
- Maintains eye contact with class
- Follows time frame stated in lesson plan

### Verbal Instructions after Instructor has concluded the Theory Lecture:

*"Now that you have concluded your theory lecture you may put away all supplies that you are finished working with. Once completed I will read the instructions for the demonstration lecture set up."*

## DEMONSTRATION LESSON PLAN

(10 minutes)

### Verbal Instructions:

*"Please hand the examiner 1 copy of the lesson plan that you have prepared for today's demonstration lecture, you may retain one copy."*

*"You will have 10 minutes to set up your classroom for the demonstration lecture."*

*"You will be informed when you have 5 minutes remaining."*

**(1)** *"The instructions will be repeated."* **(2)** *"You may begin."*

### Lesson plan will be evaluated on the following tasks:

- Identifies course title, topic, and time required
- Lists measurable objectives
- Lists reasons why topic is important for students
- Lists supplies and equipment that are needed
- Provides relevant safety procedures
- Provides step-by-step procedures to completely cover assigned service
- Summarizes demonstration
- Lists students' follow-up assignment
- Lists method of evaluation to check the students' skill level

## DEMONSTRATION LECTURE

(30 minutes)

### Verbal Instructions:

*"Now that you have completed your set up you may begin your demonstration lecture."*

*"You will be evaluated for proper implementation of the assigned demonstration lecture lesson topic."*

*"You will be evaluated for proper procedures, content, presentation and communication skills."*

*"You will be expected to use appropriate teaching methods and instructional teaching aids."*

*"You will be expected to convey proper safety and infection control procedures."*

*"You will have 30 minutes to complete this section."*

**(1)** *"The instructions will be repeated."* **(2)** *"You may begin."*

### Candidates will be evaluated on the following tasks:

#### Procedures and Content

- States topic of demonstration
- Presents behavioral objectives
- Presents reasons why correct performance of service is important to students
- Identifies implements, supplies, equipment and set up required to perform service
- Explains and demonstrates correct safety and client protection procedures
- Introduces steps of service in correct order
- Performs all steps of procedure correctly
- Confines demonstration to topic
- Performs so that all students can observe procedure
- Presents the material at a level that is appropriate to entry-level students

#### Presentation

- Uses movement and posture that is correct for service
- Reinforces demonstration with oral explanation
- Uses and explains professional terminology
- Asks questions to assess student comprehension
- Summarizes demonstration
- Follows time frame that is stated in demonstration lesson plan
- Speaks clearly and distinctly

## CANDIDATE SUMMARY AND FINAL CLEANUP

### Verbal Instructions:

*"This concludes the National Practical Examination. Please make sure that all kit supplies and disposable materials are taken with you. Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination."*

## INSTRUCTOR REFERENCES

*Milady's Master Educator Student Course Book, 2001*  
Milady, an imprint of Thomson Delmar Learning  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 730-2214

*Salon Fundamentals*  
Pivot Point's Mindful Teaching Program, 2003  
Chicago, IL 60626  
(800) 886-4247

*NIC Health and Safety Standards*  
NIC, Inc., October 2002  
[www.nictesting.org](http://www.nictesting.org)

## OPTIONAL REFERENCES

*Milady's Professional Instructor for Cosmetology, Barber-Styling, and Nail Technology, 1994*  
Milady, an imprint of Thomson Delmar Learning  
5 Maxwell Drive  
Clifton Park, NY 12065  
(800) 730-2214

# NIC HEALTH AND SAFETY STANDARDS

## BLOOD SPILL PROCEDURE

If a blood spill should occur, the following steps **MUST** be followed:

- **SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.**
- **DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING.** *This is the responsibility of the candidate and should be executed as follows:*

### CANDIDATE INJURY – FOR EXAMINATION PURPOSES

1. **PROTECTION** – *If a cut is sustained, stop the service and clean the injured area.*
2. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (*see NOTE*).
3. **DRESSING** - *cover the injury with the appropriate dressing.*
4. **COVER** injured area with finger guard or glove as appropriate.
5. **CLEAN** model/client and station as appropriate.
6. **DOUBLE BAG** and dispose of all contaminated objects. *Clean hands with antimicrobial cleanser.*
7. **RETURN** to service.

### MODEL INJURY – FOR EXAMINATION PURPOSES

1. **STOP** service.
2. **GLOVE** hands of candidate/student/licensee.
3. **CLEAN** injured area as appropriate.
4. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (*see NOTE*).
5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
6. **DOUBLE BAG** and dispose of all contaminated objects. *Clean hands with antimicrobial cleanser.*
7. **RETURN** to service.

### EXAMINATIONS:

- **EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE'S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.**
- **FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.**
- **DOCUMENT INCIDENT IN BLOOD SPILL LOG.**

**NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR. EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.**

## WET DISINFECTION STANDARD

- 1** All tools and implements, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered, *bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals)* disinfectant that is mixed and used according to the manufacturer's directions.
- 2** All tools and implements **WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered disinfectant that is effective *against HIV-1 and human Hepatitis B Virus or Tuberculocidal* that is mixed and used according to the manufacturer's directions.

## DRY STORAGE STANDARD

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.

## HAND WASHING

(Anti-Bacterial Soap is recommended)

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to **each client** *and* after smoking, drinking, eating, and using the restroom.

## NAIL TECHNOLOGY

### Practical Examinations

Liquid Monomer containing *Methyl Methacrylate (MMA)* is **prohibited** for use during NIC practical examinations.

Odorless sculpture nail products **are required** for use during NIC practical examinations.

Adopted as amended October 2002

Visit our website at [www.nictesting.org](http://www.nictesting.org)